

Health and Safety Policy Document

Shepton Mallet Parish Church & Peter Street Rooms

Please ensure you have read and understood the contents of this booklet.

If you have any questions or concerns about any aspects of Health & Safety at Saint Peter and Paul's Parish Church, or the Parish Rooms, please contact one of the persons named in this booklet

(Revised October 2020 v2.1)

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Health and Safety Policy

St Peter and St Paul's Parish Church, Shepton Mallet BA4 5BL

(Revised and updated April 2019 v2)

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or churchyard.

We also know that, as an employer and control premises in certain circumstances, we have to meet the requirements of health and safety law.

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, churchyard or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Parochial Church Council (PCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We have appointed a member of the PCC to have specific responsibility for this policy and its implementation. We also have a separate Fire Risk Assessment document which is reviewed and updated at regular intervals. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed on behalf of the Parochial Church Council as agreed at a meeting on 13th May 2019

Jonathan Hunter Dunn

Organisation and Responsibilities

1. The members of the PCC with overall and joint responsibility for implementing our policy are:

**Revd Jonathan Hunter Dunn
The Churchwardens**

They will ensure that:

The standards set out in this policy are implemented and maintained
Where necessary, specialist health and safety assistance is obtained
Any hazards reported to them are rectified immediately
Only competent persons carry out repairs, modifications, inspections and tests
Any accidents are investigated, recorded and reported if necessary
Relevant health and safety documents and records are retained
They keep up to date on health and safety matters relevant to the church
Set a personal example on matters of health and safety.

2. The Churchwardens have day-to-day responsibility for implementing our policy.

They are:

**Nicholas Bennett
Vaughan Ives**

They will ensure that:

All employees and volunteers are aware of their health and safety responsibilities
Adequate precautions are taken as set out in this policy and related risk assessments
Adequate information and training is provided for those that need it
Any hazards or complaints are investigated and dealt with as soon as possible
Where defects cannot be corrected immediately, interim steps are taken to prevent danger
All accidents are reported in-line with the requirements of this policy
Advice is sought where clarification is necessary on the implementation of this policy
Set a personal example on matters of health and safety.

3. All **employees and volunteers** have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises

They will ensure that they:

Read this policy and understand what is required of them

Complete their work taking any necessary precautions to protect themselves and others

Comply with any safety rules, operating instructions and other working procedures

Report any hazard, defect or damage, so that this might be dealt with

Warn any new employees or volunteers of known hazards

Attend any training required to enable them to carry out their duties safely

Do not undertake any repair or modification unless they are competent to do so
Report any accident

Do not misuse anything provided in the interests of health and safety.

Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks. We have removed any points that do not apply to our activities.

General Arrangements

Competent Assistance

We have appointed someone who is competent to assist us in meeting our health and safety obligations.

Our person appointed to assist us is: **Mr Richard Brook**

Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our first aid boxes are located in the church vestry and in the Peter Street Rooms' kitchen.

Our person in charge of first aid arrangements is: **Mrs Sue Crisfield**

Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our Accident Books are kept in the church vestry and in the Peter Street Rooms' kitchen

Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

Contractors

If we employ contractors, we make sure that they have their own health & safety policy and public and Employers' Liability Insurance by asking to see copies of the relevant documents.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are kept in the parish office filing cabinet

Specific Arrangements

Asbestos

We have taken steps to identify the presence of asbestos in our buildings and, regularly assess any risk from it. We have implemented a plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

Bell Ringing

We will ensure that adequate precautions are in place to protect bellringers and others who may enter the ringing room and bell chamber. This will include any emergency evacuation procedure, a safe means of heating, the provision of fire extinguishers, the provision of emergency lighting, and the notification of safety procedures to visiting bellringers. In addition we have a policy that bells are always left in the 'down' position.

Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a faculty may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Churchyard

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe taking into account our closed churchyard is maintained by contractors of Mendip District Council. Headstones, tombs and monuments will be

checked regularly to ensure they are properly maintained. As our churchyard is formally closed, we will report any concern to Mendip District Council.

Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

Display Screen Equipment

Where our employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/ eyesight tests (on request) and special spectacles if needed.

Electricity

We will ensure that any electrical system, fixed machine and portable appliances are maintained so as to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Events

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary and implement these.

Fire

We have completed and updated a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

Heating Systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

Hazardous Substances

We only use domestic cleaning products. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

Lifting Equipment

We will ensure that any lifting equipment is properly maintained and thoroughly examined periodically by a competent person.

Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

Tower Tours

Where we plan to run tower tours, we will identify any specific precautions that are necessary. This will take account of the size of the tower, the control of movement within the tower, the number of stewards available, and the ease with which persons can safely evacuate the tower in case of emergency. We will then implement these.

Working at Height

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

Working Alone

We have identified circumstances where our employee and volunteers work alone, and have implement suitable precautions to ensure their safety.